

**Emergency Evacuation Procedure**  
**First Line Emergency Evacuation (FLEE)**  
**Bush Fire Emergency**

Evacuation signalled by three blasts of the school siren or continuous ringing of a handbell. If the handbell is in use please acknowledge the Administration staff member who is ringing it if you see him/her. If you are not sure whether the evacuation siren/bell has been sounded check immediately with buddy classes. Listen for a message via the PA or loud hailer, the message will tell you the type of emergency, who is to evacuate to Safe Zone and the degree of urgency.

All students, staff and visitors vacate to evacuation site for Evacuation Plan C. See attached map for evacuation routes and Safe Zone (School Hall).

If students are working on an activity outside or it is recess/lunch all students are to return to their classroom and wait for the teacher. Students **must** be seated.

Class teachers are to check all students are present and accounted for. Take your class list, FLEE package, medical file and move to Safe Zone. **Please do not lock the classroom door on the way out, zone wardens need to check rooms are empty.** Teachers on DOTT to meet with their class at Safe Zone, you should have with you the items mentioned above. Specialist teachers to escort the class they have and move to the Safe Zone area. Teacher assistants to stay with timetabled class.

All classroom visitors are to go with the class to their designated areas. Admin are responsible for the gardener and cleaners.

**It is your responsibility to ensure the contents of the FLEE package are current and the package is on display.**

Administration staff to take class list masters, staff list, back up discs, mobile phone and move to Safe Zone.

Allocated warden in each block to check block toilets as they move to Safe Zone.

On arrival at Safe Zone(Evacuation Plan C)(School Hall) please be seated. Check all students are present, if you do not have your FLEE package please raise your hand and Registrar will verify all students on the day are accounted for. If any problems arise while at the Safe Zone such as a missing child, please raise your Red LA Card so that the Registrar or Admin can assist and solve problem as soon as possible. If no issues display Green LA Card.

If parents arrive they are to stay with class groups **NO** students are to leave their class group without permission from one of the Administration staff. Whole school to remain at Safe Zone until directed otherwise.

Teachers are asked to discuss with students the need for evacuation procedures and drills. You are asked to walk through procedures with students, making them familiar with the routes that they will take to the evacuation site. If time you could carry out a mock drill and try to get to the evacuation site quickly and efficiently.

Feedback from the drills is crucial please take time to jot down anything we can improve on, this will then be used to refine the procedure. Also, any positives.